

# CAREER WATCH

## ARKANSAS

It's not a job. It's a career.

2016 EDITION | Volume 25

**Occupations**

**Interviews**

**Resumes**

**Colleges**

**Financial Aid**

**Scholarships**

**Teacher's Guide**

**Law, Public Safety,  
Corrections & Security**

[www.careerwatch.org](http://www.careerwatch.org)

**adws**  
Arkansas Department  
of Workforce Services

# Career Watch Arkansas Teacher's Guide

The *Teacher's Guide* has been developed as a tool for teachers to use in their classrooms in conjunction with *Career Watch Arkansas*. Inside you will find activities for students, some will require Internet access. Just copy and distribute to your students. The PDF version of this document can also be found in the Publications section of [www.discover.arkansas.gov](http://www.discover.arkansas.gov).

Occupational Career Information welcomes your comments about the *Teacher's Guide* and encourages feedback from both teachers and students. If you have suggestions for student activities or handouts for future editions, we would like to hear from you. You can fax us the feedback sheet found at the end of this publication or you can email [amy.theriac@arkansas.gov](mailto:amy.theriac@arkansas.gov) and reference *Teacher's Guide* in the subject line.



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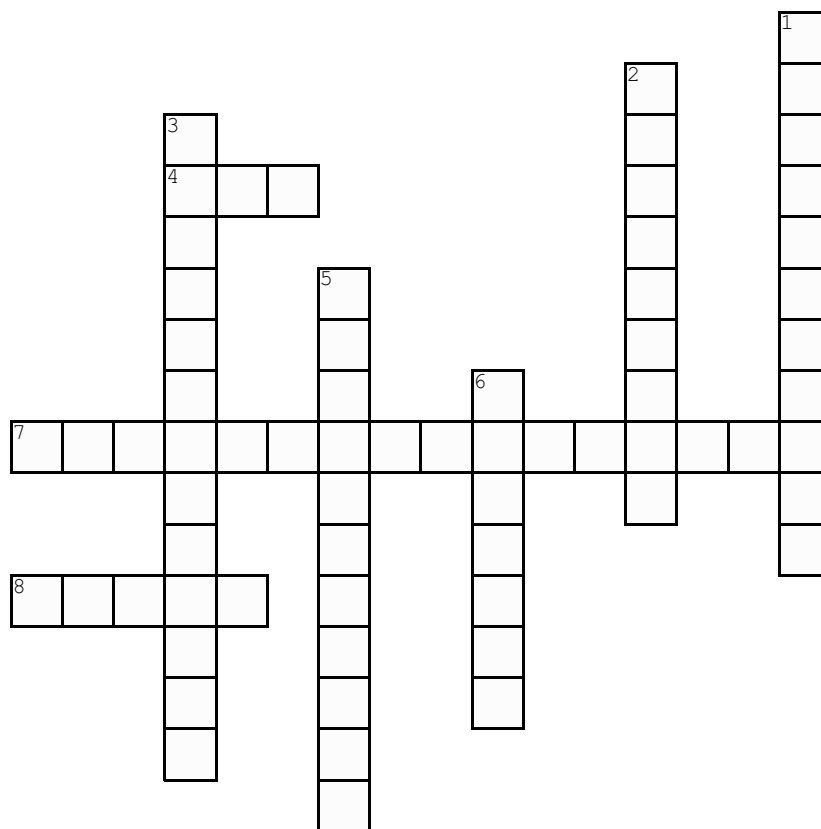


careerwatchar

[www.discover.arkansas.gov](http://www.discover.arkansas.gov)  
[www.careerwatch.org](http://www.careerwatch.org)

Name: \_\_\_\_\_

Complete the crossword below



Created with TheTeachersCorner.net [Crossword Puzzle Generator](#)

**Across**

- 4. Take this test your junior year. (pg. 47)
- 7. Your labor market information source (back inside cover)
- 8. Fill out this to determine eligibility for Federal financial aid (pg. 21)

**Down**

- 1. Fill this out for Arkansas scholarships. (pg. 21)
- 2. Be prepared to ask the interviewer these to learn more about the job position. (pg. 6)
- 3. Occupations in the same field of work that require similar skills (pg. 14)
- 5. Always include one of these with your resume. (pg. 5)
- 6. Communicating effectively in writing as appropriate for the needs of the audience. (pg. 8)



## Resume Key Words

**Don't just tell potential employers where you've worked. Tell them what you did and how you contributed to the overall success of the company or organization by using these key words.**

L D E T E G D U B K L J P O O N G D P Z	ACHIEVED
T E C T R E S E A R C H E D I D E D T Y	ADAPTED
T I G D I R E C T E D V V U E T E X K W	ADMINISTERED
P F D E N I A T B O J W P D C T O Q D S	ASSISTED
D I O R R R K P Y Z E A N U P E D E U R	BUDGETED
E T Y R D E T S I S S A R A W J N P C D	CALCULATED
V N M E M K Q H B Y P T D R D I E D E M	COMMUNICATED
L E J F P U B I P X S A I V M R E N E X	COORDINATED
O D J E H T L O E N P Y W R V D I X C X	DEFINED
S I K R W X B A I D U H E I N F B O O N	DETERMINED
I M P L E M E N T E D T S E E J D X M J	DIRECTED
Q U M C C A A G C E E E M D U M E H M U	ESTABLISHED
N P O T N A G N U D D M A S G P T U U T	ESTIMATED
W L F Y Q T R L I P O K K N A E A Y N I	EVALUATED
J P C B Z S C A L C U L A T E D R Y I L	EXPANDED
Z O T L L V H D E R O T I N O M E L C I	FORMULATED
D E T A N I D R O O C K A W Z A N E A Z	GENERATED
D E R E T S I N I M D A E G D D E D T E	GUIDED
E M S X V R E S T I M A T E D I G E E D	HANDLED
T E C M M B D I C I P E H K E Q S Z D E	IDENTIFIED
A H H H C U B U M R R S M Z C Z P I W M	IMPLEMENTED
U K E H X G M P O D I E G D U P I N D R	IMPROVED
L J D C Q Q R J E L D U N E D R P A E O	INCREASED
A N U U G O E L B I I U V F E E B G V F	INSTRUCTED
V J L J V C D A A D H Y V J R S X R L R	MEDIATED
E Z E E T N T T E Q T X C G C E L O O E	MONITORED
I T D E A S E D D E S A E R C N I L S P	MOTIVATED
W Q D H E D U T G L D E T A I T O G E N	NEGOTIATED
Y D E V E I H C A P R E P A R E D D R M	OBTAINED
Z K T S M D E T A V I T O M Q D K K I B	ORGANIZED
	PERFORMED
	PREPARED
	PRESENTED
	PROJECTED
	RECOMMENDED
	REDUCED
	REFERRED
	RESEARCHED
	RESOLVED
	SCHEDULED
	SOLVED
	SUPERVISED
	UTILIZED

# Non-Traditional Employment

Below is a list of non-traditional occupations for men and women. Using *Career Watch Arkansas*, (pgs. 28-46) locate the annual openings and earnings for each occupation. Then, answer the questions below based on the list.

Non-traditional Occupations for Women	Annual Openings	Annual Wages	Non-traditional Occupations for Men	Annual Openings	Annual Wages
Aircraft Mechanics and Service Technicians			Court Reporters		
Carpenters			Dental Hygienists		
Chemical Engineers			Elementary School Teachers, Except Special Education		
Electricians			Executive Secretaries and Executive Administrative Assistants		
Financial Examiners			Librarians		
Police and Sheriff's Patrol Officers			Real Estate Sales Agents		
Software Developers, Applications			Tellers		

How do the wages compare for men and women?

What do you think are the advantages and disadvantages of non-traditional work?

Which of the above occupations interest you? Why?

# Career Watch Scavenger Hunt

The answers to all of the following questions can be found in the pages of *Career Watch Arkansas*. What's your task? Find them!

1. List the four top resume strategies.
2. Which private four-year college is located in Walnut Ridge, Arkansas?
3. List the Core Courses for the Law, Public Safety, Corrections & Security Career Cluster.
4. A) What is the occupational description for Industrial Engineers? (17-2112)  
  
B) What are the occupation's average earnings?
5. How much more can a college graduate with a Bachelor's degree earn a week than a high school graduate?
6. What is the web site for Real-Life Arkansas?

# Internet Activity

Lifestyle Budget Calculator Real-Life Arkansas

[www.real-life.arkansas.gov](http://www.real-life.arkansas.gov)

***After high school you will need to work to pay for housing, transportation, clothes... You will need money.***

***You will need an occupation.***

This assignment will help you determine an estimated budget for a chosen occupation. If you know what occupation you want, the next step is to find out if that occupation will pay you enough to cover all your monthly expenses.

You will need to log on to [www.real-life.arkansas.gov](http://www.real-life.arkansas.gov) and choose **Option 3 - Occupation Direct**.

To begin, choose an occupation from the list, you will be given an average annual income after subtracting taxes, then click on the arrow. Now, choose a city closest to where you live or plan to live. The calculator at Real-Life Arkansas will guide you as you make decisions for a monthly budget.

After determining a budget for your lifestyle, print out the completed budget and answer the questions below on a separate sheet.

1. Did you have to adjust your budget to meet your monthly income? Which expenses did you have to compromise or adjust?
2. Compare your budget with other classmates. Which expense totals are similar and which ones are different?
3. If possible, find a classmate with a monthly income higher than yours, and one with a lower monthly income. How do your budgets compare?
4. As a class, discuss what you have learned about creating a monthly budget and what you will keep in mind when you choose your occupation.

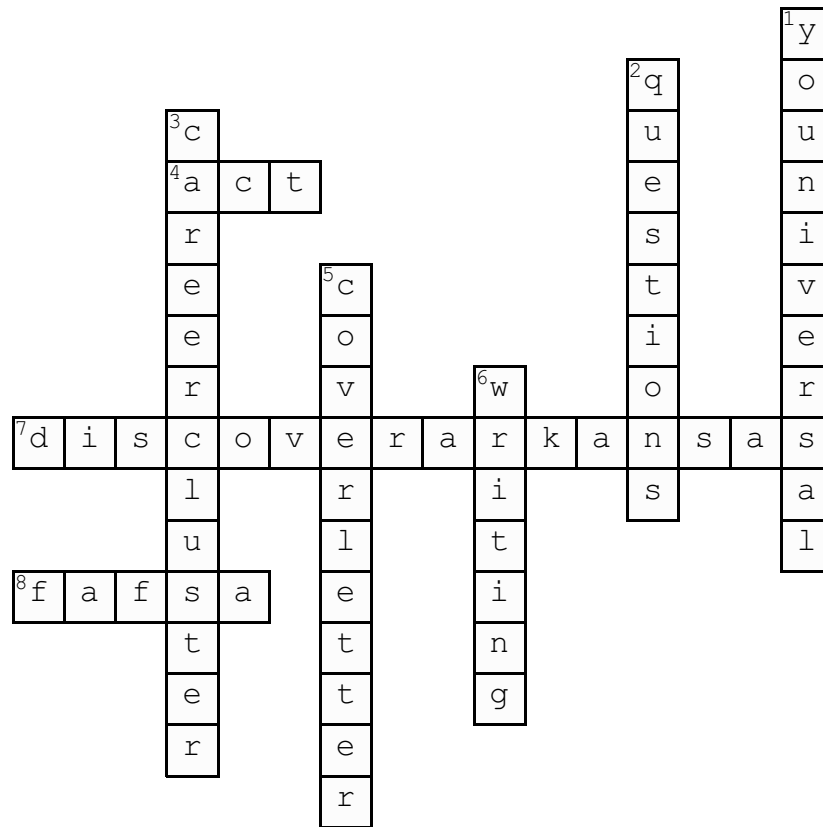
Real-Life Arkansas provides two other budget options. **Option 1 – Get a Reality Check** will guide you through a budget based on wants and needs and help you find an occupation that matches the annual salary needed. **Option 2 – Future Salary** will guide you through choosing an occupation based on how much money you would like to earn and your education goals.

# Answer Guides

## Crossword

Name: \_\_\_\_\_

Complete the crossword below



Created with TheTeachersCorner.net [Crossword Puzzle Generator](http://TheTeachersCorner.net/Crossword-Puzzle-Generator)

### Across

4. Take this test your junior year. (pg. 47) (**act**)
7. Your labor market information source (back inside cover) (**discoverarkansas**)
8. Fill out this to determine eligibility for Federal financial aid (pg. 21) (**fafsa**)

### Down

1. Fill this out for Arkansas scholarships. (pg. 21) (**youuniversal**)
2. Be prepared to ask the interviewer these to learn more about the job position. (pg. 6) (**questions**)
3. Occupations in the same field of work that require similar skills (pg. 14) (**careercluster**)
5. Always include one of these with your resume. (pg. 5) (**coverletter**)
6. Communicating effectively in writing as appropriate for the needs of the audience. (pg. 8) (**writing**)



## Resume Key Words

**Don't just tell potential employers where you've worked. Tell them what you did and how you contributed to the overall success of the company or organization by using these key words.**

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L E J F P U B I P X S A I V M R E N E X	COORDINATED
O D J E H T L O E N P Y W R V D I X C X	DEFINED
S I K R W X B A I D U H E I N F B O O N	DETERMINED
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I T D E A S E D D E S A E R C N I L S P	MOTIVATED
W Q D H E D U T G L D E T A I T O G E N	NEGOTIATED
Y D E V E I H C A P R E P A R E D D R M	OBTAINED
Z K T S M D E T A V I T O M Q D K K I B	ORGANIZED
	PERFORMED
	PREPARED
	PRESENTED
	PROJECTED
	RECOMMENDED
	REDUCED
	REFERRED
	RESEARCHED
	RESOLVED
	SCHEDULED
	SOLVED
	SUPERVISED
	UTILIZED

## Non-Traditional Employment

Non-traditional Occupations for Women	Annual Openings	Annual Wages	Non-traditional Occupations for Men	Annual Openings	Annual Wages
Aircraft Mechanics and Service Technicians	22	\$49,490	Court Reporters	4	\$44,990
Carpenters	177	\$34,070	Dental Hygienists	31	\$64,410
Chemical Engineers	5	84,580	Elementary School Teachers, Except Special Education	283	\$45,120
Electricians	238	\$42,240	Executive Secretaries and Executive Administrative Assistants	59	\$45,190
Financial Examiners	8	\$73,320	Librarians	28	\$50,710
Police and Sheriff's Patrol Officers	242	\$37,330	Real Estate Sales Agents	64	\$35,270
Software Developers, Applications	102	\$81,710	Tellers	280	\$24,080

# Career Watch Scavenger Hunt

1. List the four top resume strategies.

Sell yourself

Identify your transferable skills

Highlight your accomplishments

Use keywords effectively

2. Which private four-year college is located in Walnut Ridge, Arkansas?

Williams Baptist College

3. List the Core Courses for the Law, Public Safety, Corrections & Security Career Cluster.

Introduction to Criminal Justice

Law Enforcement

4. A) What is the occupational description for Industrial Engineers? (17-2112)

Design, develop, test, and evaluate integrated systems for managing industrial production processes, including human work factors, quality control, inventory control, logistics and material flow, cost analysis, and production coordination

B) What are the occupation's average earnings?

\$35.19 / \$73,180

5. How much more can a college graduate with a Bachelor's degree earn a week than a high school graduate?

\$459

6. What is the web site for Real-Life Arkansas?

[www.real-life.arkansas.gov](http://www.real-life.arkansas.gov)

# Send us your Feedback

The *Career Watch Arkansas Teacher's Guide* was developed as a tool to help educators make learning about careers more interesting to students. We hope you find the publication helpful.

We would appreciate receiving not only your feedback about the usefulness of this *Teacher's Guide*, but your suggestions for classroom exercises as well. Please take a few minutes to fill out and return this form to the address listed below or fax to 501-682-3186.

Please indicate your overall level of satisfaction with the product

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Dissatisfied

Satisfied

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How useful was the information?

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How do you plan to use this information?

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Economic Planning

Other, please list \_\_\_\_\_

Wage/Employment Study

Please indicate what sector of reader you represent

Student

Parent

Teacher

Dislocated Worker

Educational Counselor

Other, please list \_\_\_\_\_

What could make the *Career Watch Arkansas Teacher's Guide* more useful?

Would you recommend the *Career Watch Arkansas Teacher's Guide* to others?

Yes

No

Department of Workforce Services  
Occupational Career Information  
*Career Watch Arkansas Teacher's Guide*  
Attn: Shirley Johnson

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